**[Organization/Pro Bono Project Name]**

This template is included in the Victim Rights Law Center’s Where to Start: Creating a Pro Bono Project Toolkit, available to Office on Violence Against Women Legal Assistance for Victims grantees online at *http://www.victimrights.org/where-start-creating-pro-bono-project*. This resource is yours to use and adapt freely. Note: The sample we have provided does not reflect the laws of your jurisdiction, or any other obligations you may have (e.g., ethical, contractual, to funders) and should be revised accordingly. It should also reflect and be aligned with your organizational structure, service delivery model, privacy laws, etc.

**Email Request for Pro Bono Representation**

**SAMPLE #1:**

**Email title:** [Compelling line to elicit interest]

**Case Identifier: xxxx**

**Case Type:** [e.g., protection order]

**Case Description****:** [insert brief and compelling description of case here, with relevant dates. Ex: A 20-year-old college student is seeking representation at a Domestic Violence Protection Order two-party hearing. Client was abused emotionally, physically, sexually, and financially by her ex-boyfriend of about two years who is also a student. After breaking up in October 2017, the perpetrator continued to contact the client. The client has not reported to law enforcement and there is no criminal case pending. Client received the ex parte and a 10-day hearing is set for [date].

**Legal Issues/Court appearances****:** [insert here. Ex:Client requests representation at a DV Protection order two-party hearing on **[Date] at District Court at [time].**

**Relevant SOL**: [insert here]

**Request forwarded to**: All pro bono attorneys and pro bono coordinators

**If interested and available, please reply all. [Be sure to BCC recipients, so replies are only sent back to internal staff]**

 If you have any questions, please feel free to contact me.

Thank you for considering,

[Pro Bono Coordinator Name and Contact]

**SAMPLE #2:**

**Email title:** [Compelling line to elicit interest]

**Case Identifier:** xxxx

 **Case Type:** [E.g.: Protection Order]

**Case Description:** [insert brief and compelling description of case here, with relevant dates. Ex: An 18-year-old female victim was assaulted on a school bus about a month ago by a 14-year-old classmate. She reported the assault immediately and the matter is currently under investigation. The victim is subject to a guardianship due to some cognitive disabilities. The victim would like this order for her safety. The victim and her guardian are uncomfortable going to court alone and would like a lawyer to represent them for the Sexual Assault Protection Order ex parte and two-party hearings.  They would like to file for a protection order as soon as possible. **Sexual Assault Protection Order Ex Parte and Two-Party Hearings in Juvenile Court – time and date to be set by Attorney and Victim**

**Legal Issues/Court Appearances:** [insert here. Ex: Client requests representation at a sexual assault protection order **ex-parte hearing in Juvenile Court at a time to be agreed upon by Attorney and Victim.**

**Relevant SOL**: [insert here]

**Request sent to:**     All pro bono attorneys and pro bono coordinators

 If interested and available, please reply all. **[Be sure to BCC recipients, so replies are only sent back to internal staff]**

 If you have any questions, please feel free to contact me.

Thank you for considering,

[Pro Bono Coordinator Name and Contact]